

II. RESPONSIBILITIES

The University of Phoenix Code of Student Responsibility is an essential element of the University's mission of meeting the educational needs of working adult students. In acknowledging the maturity and experience of adult learners, the University has designed a Teaching/Learning Model that the Code of Student Responsibility facilitates. The Teaching/Learning Model is a highly interactive, collaborative learning structure, with small student to faculty ratios that require students to actively and effectively collaborate both in class and in learning teams. The Code of Student Responsibility serves both as a benchmark and as a practical guide for students. This Code embodies a common respect and understanding for varying points of view necessary to successfully experience the learning process at the University. University of Phoenix students are expected to observe this Code with the faculty, fellow students, and staff, as follows:

1. Acknowledge and demonstrate respect for the personal and professional growth of oneself and others in interactions with faculty, fellow students, and University staff.
2. Assess one's own and others' interpersonal strengths and weaknesses by constructively utilizing and providing feedback.
3. Recognize one's own personal and professional values and the personal and professional values of others.
4. Demonstrate self-reliance and self-direction in the setting and completion of individual and group learning goals and objectives.
5. Demonstrate respect for faculty, fellow students, and staff regardless of gender, ethnicity, or religious, moral, political, or sexual beliefs.
6. Accept responsibility and accountability for one's own actions, verbal and written communications, and interactions with faculty, students, and staff.
7. Acknowledge that conflicts and the resolution of conflicts, between individuals and among groups, are integral to the collaborative learning process, and demonstrate responsibility for resolving these conflicts while maintaining respect for all individuals involved regardless of the outcome.
8. Maintain confidentiality and acknowledge personal privacy in the communication of personal or professional information about one's employer, other students, or their employers.
9. Accept responsibility for working collaboratively in the learning process, and for the achievement of those learning outcomes linked to group performance.
10. Maintain the highest ethical standards in interactions with faculty, students, and staff, as well as in the preparation and submission of required course work, and the completion of tests.

All students are expected to conduct themselves as mature adults and members of an academic community as defined in the University's "Code of Student Responsibility". The University of Phoenix community of students, faculty, and staff must conduct their behavior on the principle of treating each other with courtesy and respect. All alleged violations of Standards of Student Conduct must be forwarded in writing to either the campus Director of Academic Affairs (academic related allegations) or the campus Director of Operations (non-academic related allegations) and shall be immediately investigated according to the procedure established by the University.

Misconduct for which students are subject to disciplinary action includes but is not limited to:

1. Actions, verbal statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students, or any conduct which interferes with the educational process or institutional functions.
2. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any student, faculty or staff member.
3. Disruptive activity that hinders or interferes with other students' or faculty's educational environment.

4. Violation of any applicable professional codes of ethics or conduct.
5. Failure to promptly comply with any reasonable directive from faculty or University officials.
6. Carrying of weapons on campus, at campus-sanctioned events or when meeting with campus personnel. (This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day).
7. Using or being under the influence of drugs or alcohol while at class, campus-sanctioned events, or when meeting with campus personnel.
8. Violation of applicable state and federal statutes and/or University regulations and policies.
9. Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
10. Fabrication - intentional or unauthorized falsification or invention of any information, citation, or document, or lying during an investigation.
11. Plagiarism - intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise.
12. Helping another student cheat, fabricate, or plagiarize.

A student may be removed from class, campus-sanctioned events, or meetings for any of the above referenced violations. Disciplinary action will be based on the seriousness of the situation and may include, but is not limited to, documented counseling by a University staff member, loss of credit, suspension and/or expulsion. In all cases, University authorities will take action in accordance with appropriate University procedures.

Policy on Nursing Ethics and Professional Competence

The University of Phoenix Policy on Nursing Ethics and Professional Competence is defined as compliance with the following nursing guidelines:

1. University of Phoenix Professional Nursing Responsibilities.

American Nurses Association Code for Nurses.

The policy sets forth expectations and regulations for professional and ethical conduct by students enrolled in the Bachelor of Science in Nursing and Master of Science in Nursing degree programs. The policy states that all forms of unethical behavior or professional incompetence are to be reported and reviewed. Reported violations will be addressed through a formal petition to the University Ethics Committee.

Expectations for conduct and the standards are discussed in the beginning classes for either the baccalaureate or graduate degree programs. Content supporting this information is provided to students in their programmatic Clinical handbooks.

Policy on Counseling Ethical Standards

The University of Phoenix Policy on Counseling Ethical Standards is defined as compliance with the American Counseling Association Code of Ethics, Standards of Practice, and the American Association for Marriage and Family Therapy Code of Ethics. The policy sets forth expectations and regulations for conduct by Master of Counseling students who enroll in the University. The policy states that all forms of unethical behavior are to be reported and reviewed. Reported violations will be addressed by a counseling ethics committee. Expectations for ethical conduct are discussed in the Student Program Handbook.

Students determined to be in violation of ethical standards may be sanctioned, which may include expulsion from the program.

Students' Right to Privacy

The University of Phoenix maintains compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements which are designed to protect the privacy of the students concerning their records maintained by the University. The law requires that:

1. Students be provided access to official records directly related to the student. Students who wish to see their records must make an appointment through the University Registrar's Office or local campus office. Students may not remove any materials but are entitled, at their expense, to one copy of any material contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
2. Students be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
3. Student's written consent must be received prior to releasing personally identifiable student data from the records to other than a specified list of exceptions.
4. The University is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by the University at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.
5. The University is authorized to provide access to student records to University officials and employees who have legitimate educational interests to such access; these are persons who have responsibilities in the University's academic, administrative, service, or research functions.

A copy of the University Family Educational Rights and Privacy Act policy is made available to students through the Registrar's Office.

Education records also will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable notification of the University's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, IRN, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified. Please send or fax your request to: Tandy Elisala, Registrar, University of Phoenix 4615 East Elwood Street, Phoenix, AZ 85040, Fax (480) 966-9836.

Additionally, the University is licensed by state regulatory bodies and the U.S. Department of Education. You may obtain a copy of the University's accreditation and/or license documents, or information on how to contact any of the agencies that regulate the University, by contacting Academic Legal Services at (480) 557-1168.

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